Getting started with SMART Notebook Student Edition

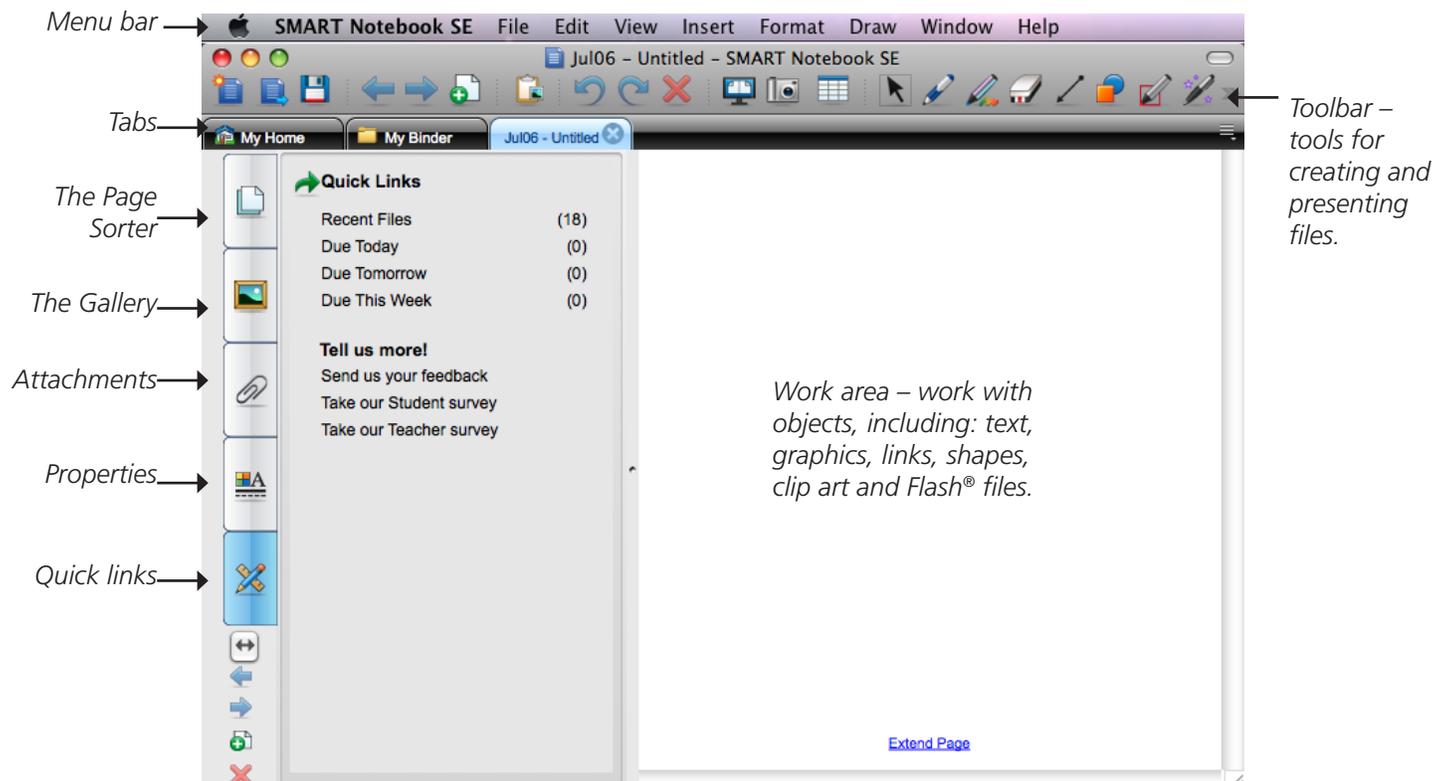In this Hands-on Practice you will complete five mini-lessons:

1. Opening SMART Notebook Student Edition (SMART Notebook SE)
2. Creating a home page
3. Taking notes
4. Organizing your files with the **My Binder** tab
5. Working with multiple files

This *Hands-on Practice* assumes you have a basic understanding of SMART Notebook software and the Microsoft® Windows® operating system. To learn more about SMART Notebook software, refer to the *Quick References* available at **smarttech.com/notebookse**.

1. Opening SMART Notebook SE

The interface of SMART Notebook SE is similar to the SMART Notebook interface.

1. Go to the finder on your computer and open **SMART Notebook SE** from the list
2. Review the main parts of the screen

Menu bar

Tabs

The Page Sorter

The Gallery

Attachments

Properties

Quick links

Toolbar – tools for creating and presenting files.

Work area – work with objects, including: text, graphics, links, shapes, clip art and Flash® files.

2. Creating a home page

The **My Home** tab is a space for you to create a personalized home page using your favorite pictures, links and text.

Setting up the page

1. Click the **My Home** tab
2. Click the **Properties** side tab
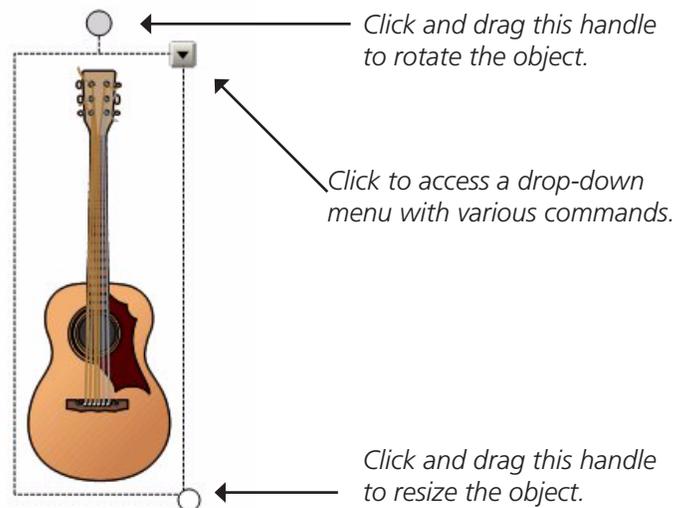3. Select a background color for your home page

Adding text

1. Click the **Text** A button on the toolbar, and then click on the page. The *Fonts* toolbar appears.
2. Select a font type, size, style and color from the toolbar
3. Type your name
4. Click the **Select** button on the toolbar
5. Click your name to select it. Drag it to the the top of the work area.

You can adjust the font before or after typing text using the Fonts toolbar.

Adding pictures

1. Click the **Gallery** side tab
2. Type *music instrument* in the Gallery search box, and then click the **Search** icon
3. Click **Pictures and Backgrounds**. The Gallery side tab displays pictures of musical instruments.
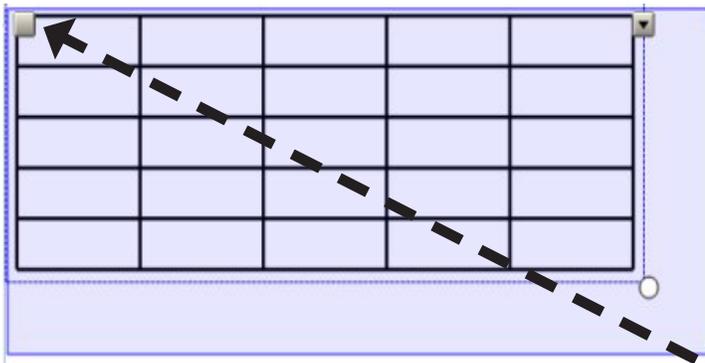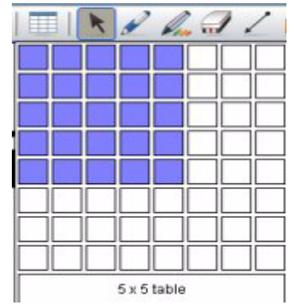4. Select an image and drag it onto the page

Click and drag this handle to rotate the object.

Click to access a drop-down menu with various commands.

Click and drag this handle to resize the object.

5. Click the image to select it. Two handles appear. Drag the white handle to resize the image, and the green handle to rotate the image.

Tip: You can add links to websites if you have Internet access. Select an object, and then select **Link** from the object drop-down menu. You can add links to attached files, pages in the current file, or other types of files on your computer.
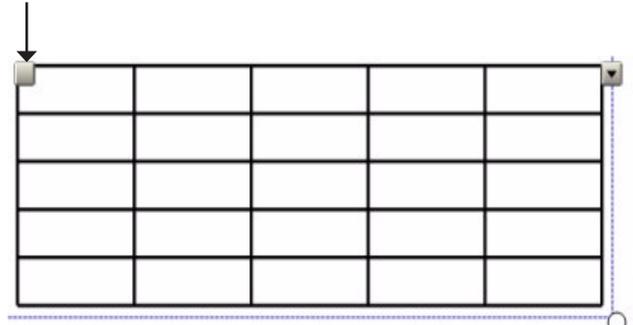
Adding your class schedule to your home page

1. Click the **Table** ⊞ button on the toolbar
2. Select a 5 × 5 grid by dragging your mouse across the grid. A 5 × 5 table appears.

    Note: If you have a six day schedule, create a grid that is six blocks wide. If you have more than five classes in a day, select a grid with more rows.

3. Select the table by clicking and dragging over it diagonally
4. Click the square handle and drag the table to a new location on the page so it doesn't cover other objects

Click and drag this handle to move the table.

Click and drag the cursor diagonally over the table to select it.

Click and drag this handle to resize the table.

5. Click the top-left table cell and type *Monday*
6. Type *Tuesday, Wednesday, Thursday* and *Friday* in the remaining cells in the top row

    Note: If you are on a six day schedule, type *Day 1*, *Day 2*...*Day 6*.

7. Type your school subjects in the remaining table cells to create a class schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Math	Art	Science	Social Studies	English
English	English	Music	Science	Music
Science	Math	Social Studies	Library	Gym
Social Studies	Science	English	English	Math

3. Taking notes [Jul22 - Unt... ⊗]

When you start SMART Notebook SE, a new **ScratchPad** tab appears, named *current date - Untitled*. You can use this tab to take notes, and then save the file with a new name.
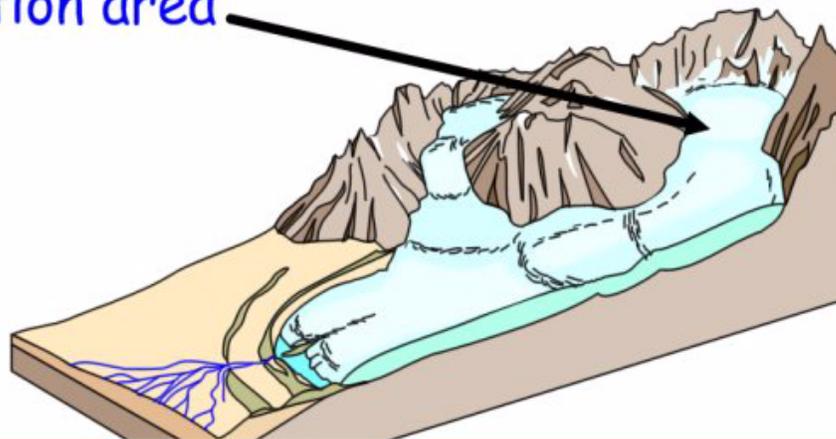
Typing notes

1. Click the **ScratchPad** tab
2. Click the **Text** **A** button
3. Click on the page
4. Type the following notes: *Glacier – a mass of ice which flows under the influence of gravity.*

Adding pictures and lines

1. Click the **Gallery** side tab
2. Type *glacier* in the Gallery search box and click the **Search** icon
3. Click **Pictures and Backgrounds** to show the images
4. Drag the *Glacier* image onto the page
5. Type *accumulation* area on the page
6. Click the **Lines** button on the toolbar and select an arrow from the sub-menu
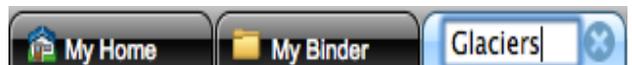7. Use the arrow to label the diagram to resemble the following image:

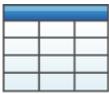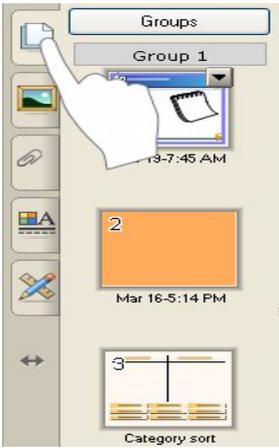8. Click the **Select** button

Naming your file

1. Click the tab of the page you are currently using. A text box appears in the tab.
2. Type *Glaciers*. The file automatically saves with the name *Glaciers*.

[🏠 My Home | 📁 My Binder | Glaciers ⊗]

Additional tools for taking notes

There are many additional SMART Notebook SE tools to help you take notes. Experiment with the following tools before moving on.

Action	Tools
Add a blank page	
Navigate to the next or previous page	
Highlight notes	or
Create shapes and lines	and
Organize information	
See all pages or reorder pages	
Get help from a tutor	

Saving your files

If you close SMART Notebook SE without saving one or more files, it prompts you to save them. It is good practice to save your work regularly.

1. Click the **Save** button on the toolbar to save the current file to My Binder
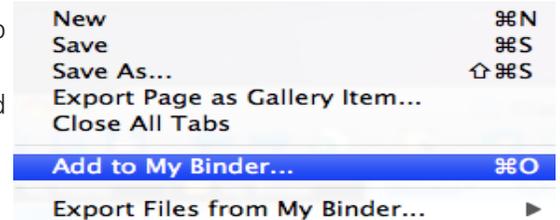
4. Organizing your files with My Binder

The **My Binder** tab helps you organize your files. You can see a list of your files, filter the list by subject, due date and keyword, and search for files containing a specific word.

> **Note**: To complete the next section of this Hands-on Practice you need two or more sample SMART Notebook files. You can download sample files from *education.smarttech.com* or use existing SMART Notebook files on your computer. To download sample lesson activities from *education.smarttech.com*, select **Educator Resources > Notebook lesson activities**.
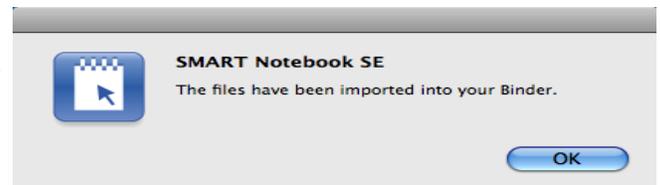
Adding a file to My Binder using the menu command

1. Click the **My Binder** tab. The file *Glaciers* is listed in the My Binder tab because you already saved it.

2. Select **File > Add to My Binder**. Browse through your folders and select a SMART Notebook file.

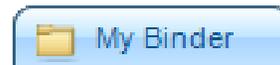3. Click **Open.** The file appears in the My Binder list.

Adding a file to My Binder using the drag and drop method

1. Adjust the size of the SMART Notebook SE window so that you can see both SMART Notebook SE and your desktop

2. Select a file that you would like to add to My Binder

3. Drag the file icon into the My Binder area. SMART Notebook SE imports the file, and then a confirmation message box appears.

4. Click **OK**

5. Add the rest of your school files to My Binder using the menu command or the drag & drop method
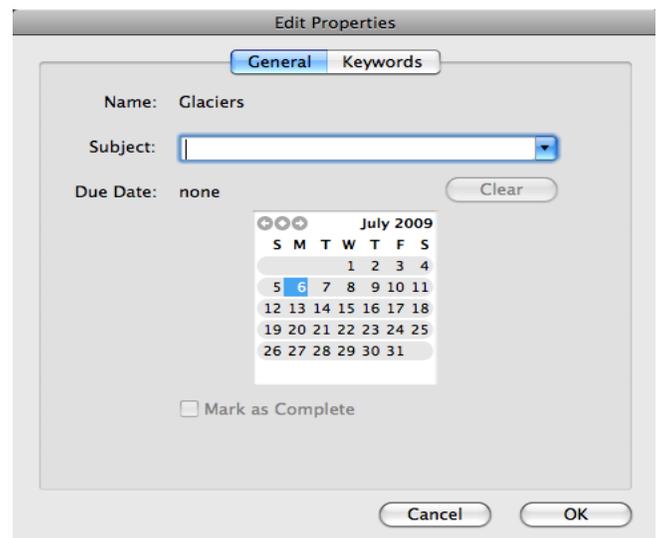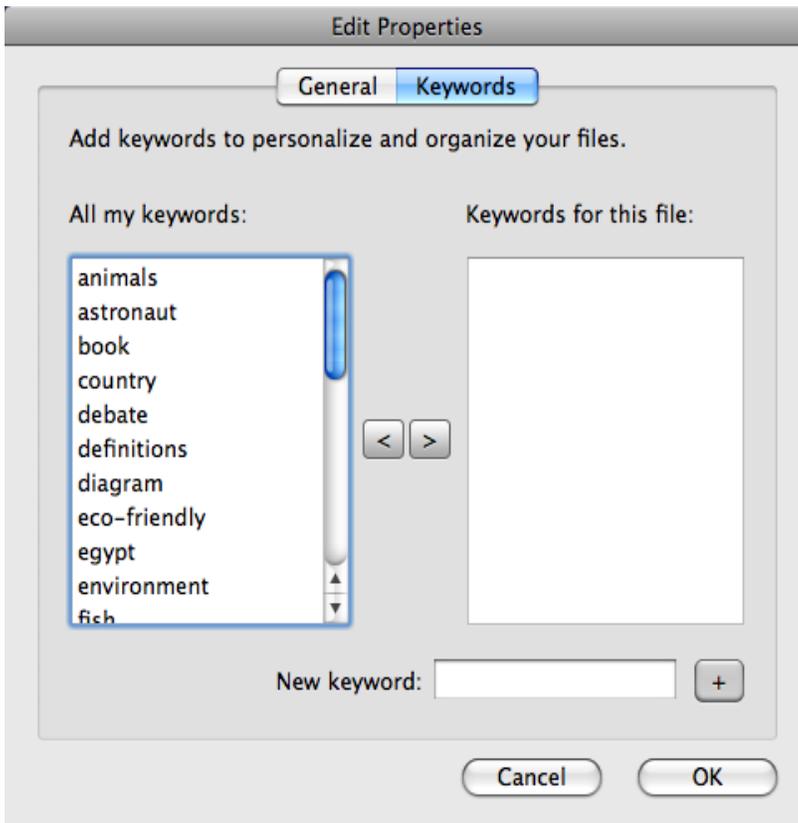

Adding a due date, subject and keywords to a file

The **My Binder** tab lists all your files, which you can filter using the links in the side panel. Add a subject, due date and keyword to your files to take advantage of the available links and filters.

1. Click the **My Binder** tab

2. Press and hold CTRL and click the file name *Glaciers*

3. Select **Edit Properties**. The *Edit Properties* dialog box appears.

4. Type *Social Studies* in the **Subject** field

5. Select the *15th* of the current month in the calendar as the due date

Edit Properties

General **Keywords**

Add keywords to personalize and organize your files.

All my keywords:

animals
astronaut
book
country
debate
definitions
diagram
eco-friendly
egypt
environment
fish

Keywords for this file:

< >

New keyword: [   ] [+]

Cancel   OK

6. Click the **Keywords** tab

7. Type *ice* in the **New Keyword** field

8. Click the **+** button. *Ice* now appears in the keywords list.

9. Click **OK**

10. Repeat steps 1 to 9 for each file in My Binder using relevant information for each file

11. Click a link in the side panel to see a list of your files filtered by due date, subject or keyword. These links help you find what you need for each class, or what you need to study for a test. Click at least one link from *View*, one link from *Subjects* and one link from *Keywords.*

Click a quick link to see a filtered list of files.

Click a subject to see all files for that subject.

Click a keyword to see a list of files tagged with that word. Popular keywords are larger.

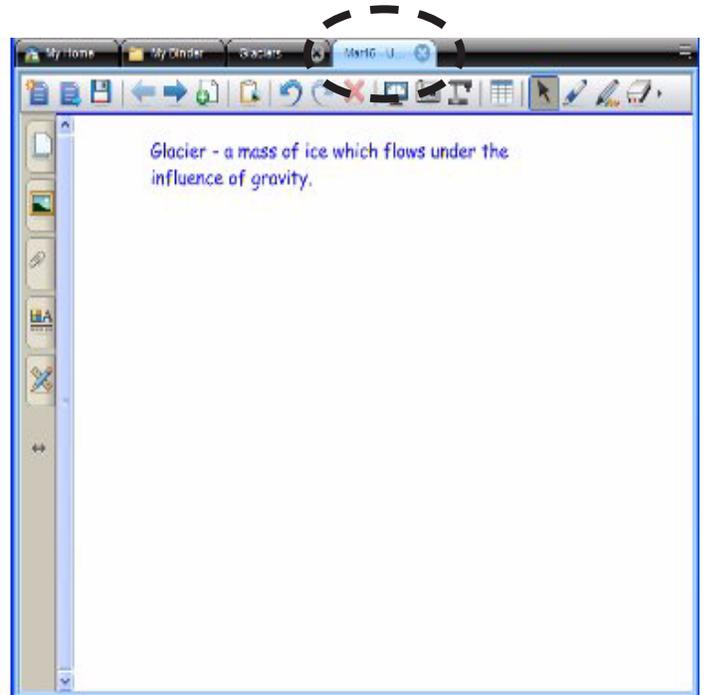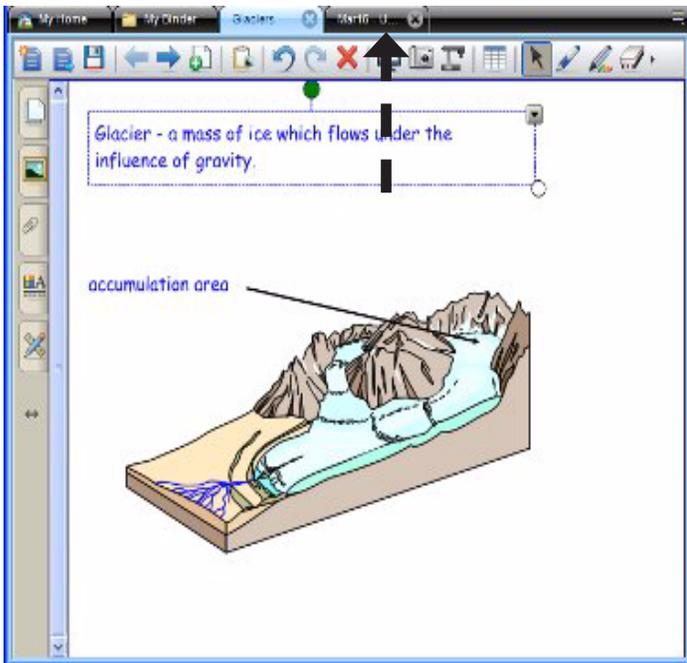*A list of all your .notebook files appears in this area.*

The Preview pane displays thumbnail images of the currently selected file.

Tip: The **Quick Links** side tab provides easy access to recent files and files with upcoming due dates.

5. Working with multiple files

You can open multiple files and copy objects from one file to another by dragging and dropping the object. This is useful when you refer to previous lessons to complete an assignment.

1. Double-click the *Glaciers* file
2. Open a second file using the same method
3. Click the **Glaciers** tab
4. Select the definition of a glacier
5. Drag the text to the tab of the second open file. The file opens.
6. Drag the object onto the page of the second file. A copy of the text object appears in the second file.

7. Click the **Save** 💾 button to save the current file
8. Click the ⊗ on the *Glaciers* tab to close it